



Paralegal (Legal Assistant)

TENNCARE OVERVIEW

TennCare is Tennessee's managed care Medicaid program that provides health insurance coverage to certain groups of low-income individuals such as pregnant women, children, caretaker relatives of young children, older adults, and adults with physical disabilities. TennCare provides coverage for approximately 1.3 million Tennesseans and operates with an annual budget of approximately \$12 billion. It is run by the Division of TennCare with oversight and some funding from the Centers for Medicare and Medicaid Services (CMS).

WHY WORK AT TENNCARE?

TennCare's mission is to improve the lives of Tennesseans by providing high-quality cost-effective care. To fulfill that purpose, we equip each employee for active participation and empower teams to communicate and work collaboratively to improve organizational processes in order to make a difference in the lives of our members. Because of the positive impact TennCare has on the lives of the most vulnerable Tennesseans, TennCare employees report that their work provides them with a sense of meaning, purpose, and accomplishment. TennCare leadership understands that employees are our most valuable resource and ensures professional and leadership development are a priority for the agency.

JOB AND DEPARTMENTAL OVERVIEW

The Division of TennCare, Office of Medical Fair Hearings (MFH), is currently seeking a qualified, experienced paralegal. MFH represents the Division in the resolution of appeals of denied medical services. Specifically, the MFH Paralegal would work closely with hearing attorneys to prepare medical necessity appeals for hearing.

RESPONSIBILITIES

- Preparing and issuing Notices of Hearing for a high volume of medical services appeals which include parties and jurisdictions, facts, laws, hearing rights, witnesses, certificates of service, and relevant denial related documents obtained from within the Division, Managed Care Contractors (MCCs), enrollees, enrollee providers, witnesses, and hearing exhibits.
- Filing notices of hearing with the Administrative Procedures Division (APD) with the Secretary of State's Office in accordance with defined Federal and Divisional timelines.
- Drafting affidavits and any other relevant hearing related documents; ensure acceptable proof of service and sworn declarations as necessary.
- Conducting research and gathering information to enable hearing attorneys to prepare for, or avoid litigation;

Expires – October 6, 2019

- Contacting enrollees to verify the issue of the appeal and other information, and subsequently documenting all pertinent case information into ProLaw for appeal tracking purposes.
- Assisting in various tasks related to the testing training and imminent implementation of the Medical Appeals Tracking System (MATS).

MINIMUM QUALIFICATIONS

The candidate should have education equivalent to graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; (3) a Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.

DESIRABLE QUALIFICATIONS

The ideal candidate will have experience researching and pleading legal matters. The candidate should be prepared to learn complex and new subject areas in healthcare and Medicaid law. This person should be able to maintain excellent professional and inter-personal relationships and possess the ability to take on multiple tasks and a wide variety of issues.

JOB LOCATION: Nashville, Tennessee

HOW TO APPLY: Qualified candidates should send their resumes along with a cover letter to Krista.Washburn@tn.gov by **November 6, 2019**.

Position Status: Executive Service

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.